

## ORDINANCE 97-2

AN ORDINANCE ESTABLISHING THE OFFICE OF CITY SECRETARY; PROVIDING FOR APPOINTMENT; REMOVAL; COMPENSATION; TEMPORARY ABSENCE AND DUTIES.

WHEREAS, the City Council of the City of Somerset has determined that it would be the best interest of the citizens of Somerset and would promote the health, safety, and general welfare of the community to establish the office of City Secretary:

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SOMERSET, BEXAR COUNTY, TEXAS, THAT THE OFFICE OF CITY SECRETARY IS HEREBY ESTABLISHED.

### Section 1. Appointment and tenure

a. That the office of City Secretary shall be appointed for an indefinite period and shall be subject to discharge in accordance with the at will employment rules, or established personnel policies. Both appointment and discharge shall require a majority vote of the City Council.

b. The City Secretary will report to the City Council through the City Administrator.

### Section 2. Compensation

The annual salary of the City Secretary shall be set from time to time by the Somerset City Council.

### Section 3. Temporary Absence or Disability

During the absence or disability of the City Secretary, the Mayor and City Administrator will appoint a qualified clerk to fill the position on an interim basis subject to Council approval.

### Section 4. General Duties

a. The City Secretary shall perform the duties prescribed by Local Government Code 22.073, and such other duties as may be required by law, ordinance, resolution, or order of the City Council.

b. It shall be the duty of the City Secretary to attend every meeting of the City Council and keep accurate minutes of the proceedings thereof and file such minutes for record, and to engross and enroll all laws, resolutions and ordinances of the council, to keep the corporate seal and take charge of and preserve and keep in order all books, records, documents and files of the City Council.

c. The City Secretary shall countersign all commissions issued to city officers and all licenses issued by the city and keep an accurate record or registry thereof, and make out and issue all notices required under any ordinance or resolution of the city.

d. The City Secretary shall perform the duties of general accountant of the city and shall keep in books regular accounts of the receipts and disbursements of the city making such disbursements in a timely manner as prescribed and approved by the Council, and depositing such revenue or income to the bank on a daily basis or in accordance with existing policy.

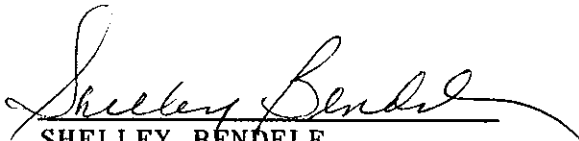
e. The City Secretary shall keep all contracts made by the City Council, file and maintain all minutes, ordinances and letters as required by the Council.

f. The City Secretary shall perform such other duties as may be prescribed by ordinance, resolution or as directed by the Council.

PASSED AND ADOPTED by the City Council of the City Of Somerset on the 10th day of April 1997

  
PAUL G. CUELLAR  
MAYOR

ATTEST

  
SHELLEY BENDELE  
CITY SECRETARY